

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 04-11****TO: All CDBG Eligible Jurisdictions and CDBG Interested Parties****DATE: November 8, 2004****SUBJECT: Notice of Funding Availability NOFA – 2004-05 Enterprise Fund Round #2
Enterprise Fund Application Preparation and File Management Workshops****Purpose of this memo:**

This memo is to inform all eligible jurisdictions and interested parties of the State CDBG Program, Economic Development Allocation's intent to release a **second** Notice of Funding Availability (NOFA) for the **2004-05 Enterprise Fund** funding cycle. The NOFA will be mailed out under a separate management memo within the next 2 weeks. The release date of the NOFA will be **November 30, 2004**. The NOFA and application materials will be available on the Department's website on that date. Program staff will be conducting workshops on application preparation and file management. The dates, locations and agenda for the three workshop sessions are shown on the following pages. **If you were awarded a grant in the first funding round of the 2004-05 Enterprise Fund funding cycle, you may not apply for funding in the second round.**

Workshop contents:

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds, how to prepare the application package and the management and organization of a CDBG Economic Development filing system.

Who should attend?

These workshops are most important to those jurisdictions intending to submit an Economic Development Enterprise Fund application in the FY 2004-05 second funding round, or were awarded an Enterprise Fund grant in the last three years. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** EDBG Field Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG-ED program Secretary at (916) 263-0484 or your ED Regional Representative. The agenda, directions and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

**Schedule of 2004-05
Round Two
Enterprise Fund
Application Preparation
& File Management Training**

Date		Location
Tuesday, Nov 30	Sacramento	State CDBG Program Offices 2710 Gateway Oaks Drive, North Building 3 rd Floor Conference Room Sacramento, California 95833 (you may check in at Suite 190)
Thursday, Dec 2	El Centro	County of Imperial, CalWorks 2895 South 4 th Street, Classroom B El Centro, California
Thursday, Dec 16	Visalia	Tulare Workforce Investment Department 4025 West Noble St, Second floor Visalia, California

For further information:

Please check our website <http://www.hcd.ca.gov/ca/cdbg/> or contact the CDBG Program Secretary at (916) 263-0485 or your CDBG Field Representative.

**Agenda for 2004-05
Round Two
Enterprise Fund
Application Preparation
& File Management Training**

8:30 a.m.

Registration

9:00 a.m.

Introductions

Enterprise Fund Application

9:15 a.m.

Overview of Application

- Application Summary Form
- Activity Description Form
- Business Assistance
- Microenterprise Assistance
- Resolutions
- Statements of Assurances

10:30 a.m.

Break

10:45 a.m.

Scoring

- Need for Program
- Local Capacity
- Program Effectiveness

Questions/ Answers

12:00 noon.

Lunch on your own

File Management

1:30 pm

Overview of File Management

- Eligible Projects
- Eligible Participants/Borrowers
- Activity Monitoring
 - Business Assistance
 - Microenterprise Assistance

2:30 p.m.

Break

2:45 p.m.

Sample Files – Model Filing System

3:45 p.m.

Questions/ Answers

4:00 p.m.

Evaluation/ Adjournment